SPECIAL ORDINANCE NO. S-169-88

AN ORDINANCE approving the awarding of Reference #853 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and Westvaco for Office Services.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #853 between the City of Fort Wayne, by and through its Department of Purchasing and Westvaco for Office Services respectfully for:

the purchase of envelopes - 1000/M carrier and 1000/M return envelopes - (inserting City Utilities water bills for mailing to customers with return envelopes provided for customers usage in returning payments) for Office Services;

involving a total cost of Eighteen Thousand Four Hundred Fifty and no/100 Dollars (\$18,450.00), all as more particularly set forth in said Reference #853 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM AND LEGALITY

Turisth M Caule

J. Timothy McCaulay, City Attorney

BID REFERENCE NO. 853 ENVELOPES OFFICE SERVICES

DESCRIPTION	QTY UNIT	DOUBLE ENVELOPE	ANTHONY WAYNE	WESTVACO
CARRIER ENVELOPE	1000 M	\$12.45 \$12,450.00	\$18.86 \$18,860.00	\$10.60 \$10,600.00
	1000 M	\$8.55 \$8,550.00	\$14.87 \$14,870.00	\$7.85 \$7,850.00

INVITATION TO BID DEPARTMENT OF PURCHASING CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA ONE MAIN STREET-ROOM 350 PHONE 219-427-1101

BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853
BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 AM ,ON OR BEFORE OPENING DATE.
SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 AM FOR ANY REASON WHATSOEVER."
THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT AND REQUESTED BY OFFICE SERVICES DEPARTMENT
PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.
THIS BID REQUIRES A \underline{X} 5% BID BOND OF ALL BIDDERS. THIS BID REQUIRES A \underline{X} 100% PERFORMANCE BOND OF SUCESSFUL BIDDER(S).
PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: 1 % IF PAID WITHIN 30 DAYS.
THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.
THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS

AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A

FIRM NAME Westvaco Corporation

CITY Indianapolis, IN 46203

REPRESENTATIVE SIGNATURE

STREET ADDRESS 6302 Churchman By-Pass

BY 1. 12 Denn bout 2 PHONE (317) 787-3

PERIOD OF NINETY (90) DAYS.

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All WOLK W.	m be bernok ned	n accordance	e with: the	IFB, this c	contract and	i the
applicable plans,	specifications, an	d drawings fo	r a TOTAL P	RICE \$		
(if unit prices are	applicable, the	contractor ag	rees to perfo	rm for thos	e unit pric	es as
set forth in the						
delivered as follow						
				4.25		
	iquidated Damage	s Provision	This clause	will be ap	plicable to	this
contract if the box						

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine.

Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation. Contract or Purchase Order: Whichever may apply. This payment shall not limit the Citys' right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurance of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at 1.C. 36-1-2-9.5) (Please type or print)

		Date: October 5, 1988
1.	Governmental Unit:	City Of Fort Wayne
2.	County:	Allen County
3.	Bidder (Firm):	Westvaco Envelope Division
	Address:	6302 Churchman By-Pass
	Clty/State:	Indianapolis, IN 46203
4.	Telephone Number:	(317) 787 - 3361
5.	Agent of Bldder (If	applicable): Stephen P. Degenhardt

Pursuant to notices given, the undersigned offers bid(s) to <u>City Of Fort Wayne</u> (Gov-rnmental Unit) in accordance with the following attachment(s) which specify the class or item number or escription, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or iterations in the items specified will render such bid void as to that class or item. Bidder promises that e has not offered nor received a less price than the price stated in his bid for the materials included in aid bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filled. A ertified check or bond shall be filled with each bid if required, and liability for breach shall be enforceble upon the contract, the bond or certified check or both as the case may be,

Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. ollowing is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, Sub. 24 white wove, #7 3/4 size Open Side.
 - A. ENVELOPE WIDTH: 7 1/2 INCHES
 - B. ENVELOPE HEIGHT: 3 7/8 INCHES
 - C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES MINIMUM 2 1/8 INCHES
 - D. ENVELOPE THROAT:

 Minimum throat depth (Measured 1 9/16 inches out from center of envelope) is 1/2" minimum 3/4" maximum. See attachment A.
 - E. WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope. Top of rectangle not to exceed 2 1/4" from bottom edge. (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Seams should be properly glued to prevent the back panel from peeling down as the envelope is being opened by the inserter. Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES P 0 B0X 2269 FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$ 10,600.00

II. Return envelope, Sub 24 white wove,
#6 3/4 (3 5/8" X 6 1/2") printed black on face of
envelope completely within OCR read area. Print quality
must be Optical Character Reader - readable and
guidelines of United States Postal Services Publication
25 must be followed. Postal Regulations Publication 25
(page 18) attached. 18 OR 12 POINT TYPE FONT REQUIRED.
CHARACTERS MUST NOT BE TOUCHING. News Gothic type style
suggested.

Address printed within address area:

CITY UTILITIES P 0 BOX 2269 FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$ 7850.00

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included in freight.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are manditory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Inserter.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.

USEnvelope Division

QUOTATION

		40	OTATION		
	DATE	REF. YOUR INQUIRY	PAYMENT TERMS	SAL	ESPERSON
10	/05/88		1%-10-NET 30	Benn	er
	City Of F Allen Cou	ort Wayne Purchasing ort Wayne, nty Indiana St. Rm. 350	NORTH CHICAGO PLANT, PArea Code 312-473-3232 NOBLANAPOLIS PLANT, P.O. Area Code 317-787-3361 ST. LOUIS PLANT, 1887 CR/Area Code 314-576-6445 BRECKSVILLE PLANT, 1031 Area Code 216-526-4980 PITTSBURGH OFFICE, 2440 Area Code 412-531-7200 DALLAS PLANT, P.O. DRAW Area Code 214-352-9791 HOUSTON PLANT, P.O. BOX Area Code 713-777-9176 BROOMFIELD PLANT, P.O. Area Code 303-466-1721 DETROIT PLANT, 11879 BR Area Code 313-425-8210	BOX 1166, INDIANA AIG ROAD, ST. LOUIS IO BRECKSVILLE RD., BROWNSVILLE RD., VER 20638, DALLAS, (2423, HOUSTON, TX BOX 328, BROOMFIE	POLIS, IN 46206 5, MO 63141 , BRECKSVILLE, OH 4414 PITTSBURGH, PA 15210 TX 75220 77001 LD, CO 80020
		Specifications		Quantity	Price Per M
lear tance arton	Outlook 1- 24 White Printed (3-5/8 x 6	1/2) 2-5/32 printed, for 1/8 x 4½, 1 left and Wove paper. Packed black letterpress. 1/2) 1-31/32 pointed, ress. Packed ½M per	5/8 bottom. Sub- per box, 2½ per folded flap. Print	1000M - n.	10.60/M
ibsta	nce 24 wni	te Wove paper.		1000M	7.85/M

DELIVERY:

Per Schedule.

FREIGHT TERMS: F.O.B., Ft. Wayne, IN

FIRM PRICES: Prices are firm for thirty days after quotation date. Orders received after thirty days are subject to escalation based on increases in paper, labor, freight and other materials.

ARTWORK: For printed orders, prices are based on customer supplying color separated, camera ready artwork. If artwork is not supplied. charges will be made for preparation of cuts, art and typesetting.

QUANTITY VARIATION: Since exact quantities cannot be maintained, the following quantity variation(s) constitute(s) acceptable delivery of making orders:

ORDER QUANTITY - Under 25M - Plus or Minus - 20% ORDER QUANTITY - 25M & Over - Plus or Minus - 10%

We appreciate your inquiry and look forward to serving you.

Stephen P. Degenhardt

Title Plant Manager

E. Complete (1.) and (2.) below if participation goals of 7% M. and 2% WBE have not been met.
1. My Company cannot meet the participation goals for the following reasons:
NO WBE, MBE SUPPLIERS
AVAILABLE THAT MEET OUR
PRODUCTION SPEC. REQUIREMEN
2. We have taken the following steps in an attempt to comply with these participation goals:
SPEC DATA AVAILABLE TO ALL
SUPPLIENS OPEN INVITATIONS TO ALL QUALIFTED SUPPLIEN
TO ALL QUALTFIED SUPPLIER
(Attach additional sheets as necessary.)
and and and
Contractor: WESTVACO ENVELOPE DIV. Contractor:
BY: STEVEN G. WAPEN Stiple 9 18 apr
Ite: (EEO COORD INATOR) Its:
BY: STEVEN G. WAPEN Stephe 9 18 pm Its: (EEO COORD IN A TOR) Its: MCN, EMPLOYEE REL.

WRE ARE COMMITMENT TOKY

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

λ	The undersigned firm certifies that it is an MBE/WBE Contractor (cross out inapplicable provision).
	For MBE specify percentage of minority ownership{}
	For WBE specify percentage of women ownership{\frac{1}{2}}.
В	The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm (cross out inapplicable provision) is a joint venture partner.
	The MBE/WBE firm (cross out inapplicable provision), shall have % participation (employees) % participation (costs) in this project.
	Specify the percentage of minority/women ownership in the MBE/WBE firm%. (Cross out inapplicable provision.)
c.	The undersigned commits \ of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1. NO MBE STOCK SUPPLIERS
	2. AVAILABLE.
	3
D.	The undersigned commits % of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1. NO WBE STOCK SUPPLIERS
	2. AVAILABLE.
	3.

STATISTICAL INFORMATION

STEVEN C. WAPEN 10/10/88 STEVEN G. WAPEN Unformation Given By! WESTUALS ENVELOPE DEVESTOR ACTION/CONTRACT COMPLIANCE SEE AFFACHED 46107 BYPAST BEECH GROVE, IN 6302 CHURCHMAN

EMPLOYEES TOTAL (Person Fillin Out This Form And Date ! (Designate) M F HANDICAPPED EMPLOYEES : M 1 BLK Roku Olher (Designoie) W (年0.1 EMPLOYEES BY RACE/ETHINICITY/SEX W BLK Address And Telephone Number ERVICE-MAINTENANCE WORKERS FICAL & ADMINISTRATORS CILLED CRAFT WORKERS FICE AND CLERICAL ALES WORKERS PERCENTAGES IOFESSIONALS C CATEBORY TOTALS CHINICIANS ERATIVE 9 ABORER

	Females when you figure minority employment percentages.) SUB URBAN LOCATION WITH INTO QUATE INNER CITY BUS CONNETTIONS. LOW UNEMPLOYMENT IN
	CHEATER METRO AREAS. PEW OPENINGS AT PLANT.
1	
	ist minority recruitment sources: EMPLOYMENT FERVICE -STATE IN , URBAN LEAGUE, NAACP YMCA YWCA NOW,
	LULAC, PIL-CHAMBER OF COMMERCE
	Does your company anticipate an increase in employment this year?YesNo
	Approximately how many ?
1	What specific goals can you achieve for the employment of minorities during 1987-88?
	A. Officials and Managers
	B. Professionals
	C. Technicions
	D. Sales Workers
	E Office and Clarical %
	F. Skilled Craftsmen
	G. Other%
	WRITTEN STATEMENT OF COMPANY POLICY
	t is the policy of WESTVACO ENVELOPE DIVIJION that Equal
-	implayment Opportunity be afforded to all qualified persons without regard to race,
7	this add a sting to a some of this policy WEST VACO
5	ex, religion, color or national origin. In support of this policy WEST VACO
5	ex, religion, color or national origin. In support of this policy WEST VACO EN VELOPE DEVESTON will not discriminate against any employee or
2010	ex, religion, color or national origin. In support of this policy <u>WEST VACO</u> EN VELOPE DEVESEN will not discriminate against any employee or policant for employment because of roce, religion, sex or national origin. The <u>WESTVACC</u>
5 61 0	ex, religion, color or national origin. In support of this policy WEST VACE EN VELOPE DEVESTON will not discriminate against any employee or policant for employment because of roce, religion, sex or national origin. The WESTVACC ENVELOPE DEVESTON will take affirmative oction to insure that applicants
2 01 0 10	ex, religion, color or national origin. In support of this policy WEST VACO EN VELOPE DEVESTON will not discriminate against any employee or spolicant for employment because of rocs, religion, sex or national origin. The WESTVACO ENVELOPE DEVESTON will take affirmative oction to insure that applicants re employed and that employees are treated during employment without regard to their
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3 E O T O T	ex, religion, color or national origin. In support of this policy WEST VACO EN VELOPE DEVESTON will not discriminate against any employee or explicant for employment because of rocs, religion, sex or national origin. The WESTVACO envelope OEVESTON will take affirmative oction to insure that applicants re employed and that employees are treated during employment without regard to their cos, religion, color, sex or national origin. Such action will include but not be limited or: recruitment, advertising or solicitation for employment hiring, placement, upgrading,
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CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

CLASSIFICATION SAI	written Affirm as answers to an Statement apt the followin yes IN YOUR PR ery effort to in ar emphasis to No	the questof Comported No.	the fair in the fa	ANT ANT ANT ANT ANT ANT ANT ANT	m Armanda programme requires arry, r	Yes ram, rement	attach THIS I levels y people	No a copy ne City of its ie are
entify by title and name to sponsibility for the implementation Program. STEVE DECENTIFIED OF CENTRAL TO 10 88 Does your firm have a A. If so, and it contain and sign the Writte B. If not, do you access of Fort Wayne? EASE KEEP IN MIND THOCUMENT WILL RESULT. Will your firm make every workforce with particular employed? Current number of employees as and July 1988 208 Workforce Analysis: SE CLASSIFICATION SAI OFFICIALS F. M.C.M.S. 20	written Affirm as answers to an Statement apt the followin yes IN YOUR PR ery effort to in ar emphasis to No	the questof Comported No.	the fair in the fa	ANT ANT ANT ANT ANT ANT ANT ANT	m Armanda programme requires arry, r	Yes ram, rement	attach THIS I levels y people	No a copy ne City tof its ie are
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Will your firm make ever workforcs with particular employed? Current number of employees as and July 1988 208 Workforcs Analysis: Statement of the particular of employees as and July 1988 208 Workforcs Analysis: Statement of the particular of employees as and July 1988 208 Workforcs Analysis: Statement of the particular of employees as and July 1988 208 Workforcs Analysis: Statement of the particular of employees as and July 1988 208	ery effort to it in emphosis to No oyees of October 19	rogram rese e categori	mploymenties where	t of mit few, if	norities any, r	at all minority	l levels y people	
CLASSIFICATION SAI	:							
CLASSIFICATION SAI	EE ATTACHE	D EEG-	EMPL		BY RA	ICE/E	HAICH	1/362
officials + mers 2	GE RATE OR LARY RANGET	TOTAL	M F	M F	M F	OTH M	F ()E	ESIGNATE
	5K-65K	23						
PROFESS EDNITUS 2	OK - 30K	2						
TELHNERTANS 2	OK - 30K	4		上生	豆口			
SALES WORKERS 1	8K-50K	6						
	3K-23K	8						
	27-10.37	177						
	76-7.59	62						
	,	182						

B-Black (not of Hispanic Origin) H-Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN — American Indian or Alaskan

CO-024770-2 S-4 U-826294-6 Section D-EMPLOYMENT DATA MESTYACO USENVELOPE DIV Employment at this establishment—Report all permanent full-time or part-time employees including apprentices and on-thejob trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros. NUMBER OF EMPLOYEES MALE FEMALE OVERALL JOB WHITE (NOT OF HISPANIC WHITE (NOT OF HISPANIC TOTALS (SUM OF BLACK (NOT OF HISPANIC HISPANIC ASIAN OR **AMERICAN** BLACK (NOT OF HISPANIC HISPANIC ASIAN III AMERICAN INDIAN OR ALASKAN NATIVE PACIFIC INDIAN OR PACIFIC ISLANDER CATEGORIES COL. B ALASKAN NATIVE ISLANDER ORIGIN) ORIGIN) ORIGIN) ORIGIN) D a K Officials and Managers 1 2 Professionals 3 Technicians Sales Workers 4 Office and Clerical 5 Craft Workers 6 (Skilled) **Operatives** (Semi-Skilled) 7 Laborers 8 (Unskilled) Service Workers 9 TOTAL 10 Total employment reported in previous EEO-1 report 11 (The trainees below should also be included in the figures for the appropriate occupational categories above Formal On-the-White collar 12 trainees Production 13 NOTE: Omit questions 1 and 2 on the Consolidated Report. 1. Date(s) of payroll period used: 2. Does this establishment employ apprentices? 1 | Yes 2 / No Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report) 1. Is the location of the establishment the same as 2. Is the major business activity at this establishment OFFICE that reported last year? the same as that reported last year? USE No report No report ☐ Yes 1 Yes 2 No 3 last year 1 Yes 2 No 3 last year 3. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale 3 🗍 last year plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.) SICHMISC. CONVERTED PAPER PRODUCTS Section F-REMARKS Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information. Section G-CERTIFICATION (See Instructions G) 1 All reports are accurate and were prepared in accordance with the instructions (check on consolidated only) Check 2 This report is accurate and was prepared in accordance with the instructions Name of Certifying Official Title Signature Date Staphen P. Deganhardt Plant 08/31/88 Name of person to contact regarding Address

Check 1 All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
one 2 This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official

Title Signature

Date

Check on consolidated only)

Date

Signature

Date

Plant Mor.

Name of person to contact regarding this report (Type or print)

City and State

City and State

Plant Manager

Indianapolis, IN 46203

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII.

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW. U.S. CODE TITLE 18. SECTION 1001

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Westvaco Envelope Division
, does hereby make the following representations
to the City of Fort Wayne, Indiana.
WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;
WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.
The undersigned states, on behalf of Westvaco
Envelope Division , that Westvaco Envelope Division
does not support or endorse the policy of apartheid in South Africa.
IN WITNESS WHEREOF, this Certification has been signed
this 5 day of October, 1988.
(Name of Bidder/Vendor)
APDER LINE PLANTINI
(Name and Title of Person Signing)

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: 10/10 . 19 88

WESTVACO ENVELOPE DIVISION

Name of Bidder

By: STEVEN G. WAPEN

Title: MANACER EMPLOESE RELATIONS

Official Address: (including zip code)

E OFFICE !

SPRINGFIELD, MA. 01101

- of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.
 - This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

INVITATION TO BID DEPARTMENT OF PURCHASING CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA ONE MAIN STREET-ROOM 350 PHONE 219-427-1101

BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853
BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 AM ,ON OR BEFORE OPENING DATE.
SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 AM FOR ANY REASON WHATSOEVER."
THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT AND REQUESTED BY OFFICE SERVICES DEPARTMENT
PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUEST- ED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.
THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS. THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCESSFUL BIDDER(S).
PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS:
THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.
THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS. FIRM NAMEAnthony Wayne Services
STREET ADDRESS2826 South Calhoun Street
CITY Fort Wayne, IN 46807 BY Jim Palmer PHONE 744-614
BY Jim Palmer PHONE 744-61
REPRESENTATIVE SIGNATURE
James O de me

- of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.
- 2000 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

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LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation. Contract or Purchase Order: Whichever may apply. This payment shall not limit the Citys' right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurance of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID QUANTITIES AND SPECIFICATIONS

I. Carrier Window Envelope, Sub. 24 white wove, #7 3/4 size Open Side.

A. ENVELOPE WIDTH: 7 1/2 INCHES

B. ENVELOPE HEIGHT: 3 7/8 INCHES

C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES MINIMUM 2 1/8 INCHES

D. ENVELOPE THROAT:
Minimum throat depth (Measured 1 9/16 inches out
from center of envelope) is 1/2" minimum 3/4"
maximum. See attachment A.

E. WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope. Top of rectangle not to exceed 2 1/4" from bottom edge. (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Seams should be properly glued to prevent the back panel from peeling down as the envelope is being opened by the inserter. Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P 0 B0X 2269
FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$ 18860.00

II. Return envelope, Sub 24 white wove, #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Print quality must be Optical Character Reader - readable and guidelines of United States Postal Services Publication 25 must be followed. Postal Regulations Publication 25 (page 18) attached. 10 OR 12 POINT TYPE FONT REQUIRED. CHARACTERS MUST NOT BE TOUCHING. News Gothic type style suggested.

Address printed within address area:

CITY UTILITIES
P 0 BOX 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$ 14870,00

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included in freight.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are manditory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Inserter.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at 1.C. 36-1-2-9.5) (Please type or print)

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2.	County:		Allen						
3.	Bldder (Anthony						
		dress:	Fort Way		un Street				
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CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Anthony Wayne Services
, does hereby make the following representations
to the City of Fort Wayne, Indiana.
WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;
WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.
The undersigned states, on behalf of Anthony Wayne Services
, thatAnthony Wayne Services
does not support or endorse the policy of apartheid in South Africa.
IN WITNESS WHEREOF, this Certification has been signed
this 11th day of October , 19 88.

Name and Title of Person Signing)

Anthony Wayne Services
(Name of Bidder/Vendor)

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

λ	The undersigned firm certifies that it is an MARKAWARK Contractor (cross out inapplicable provision).
	For MBE specify percentage of minority ownership 0 3
	For WBE specify percentage of women ownership0_\frac{1}{2}.
B	The undersigned certifies that they are a joint venture in which the following (XMRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	The MBE/WBE firm (cross out inapplicable provision), shall have 0 % participation (employees) 0 % participation (costs) in this project.
	Specify the percentage of minority/women ownership in the MBE/WBE firm 0 %. (Cross out inapplicable provision.)
С.	The undersigned commits _0 \ of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1
	2
	3
D.	The undersigned commits 0 % of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1
	2

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Address 2026 South La	CityFort Wayne, IN									
Zip 46807	Phone 744-6145									
•						10 6	****	ei 1		
dentify by title and nesponsibility for the Action Program.	ame the highest of t implementation of t	icial within the Equal	Emp	iloyme	nt O	pport	unity	on on	id A	ufirmative
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of Fort Wayne	7Yes									
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STATISTICAL INFORMATION

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Anthony Mayne Services

Name of Contractor or Supplier

(see staff/breakdown sheet attached) E. David DeVoe, Assoc Dir. (Person Fillin Out This Form And Date) Address And Telephone Number 2826 S. Calhoun St.

	EMPLOYEES BY RACE/ETHNICITY/SEX	HANDICAPPED EMPLOYEES	TOTAL
EEOC CATEGORY	W BLK H Olher	(Designate) W BIK II Other (Designate)	EMPLOYEES
I. OF FICAL & ADMINISTRATORS			
2. PROFESSIONALS			
3. TECHNICIANS			
4.OPEHATIVES		,	
& LABORER			
6. OFFICE AND CLERICAL			
7. SKILLED CRAFT WORKERS			
B. SERVICE - MAINTENANCE WORKERS			
P. SALES WORKERS			
TOTALS			
PERCENTAGES			

STATEMENTS OF COMPLIANCE

The Anthony Wayne Rehabilitation Center is a notfor-profit corporation legally incorporated in the
State of Indiana and held to be exempt from federal
income tax under section 501(c)(3) of the Internal
Revenue Code of 1954, with the original letter
of compliance dated February 9, 1961.

It is the policy and the intent of this facility to fully comply with the Civil Rights Act of 1964 and other applicable laws, rules, and regulations dealing with civil rights of individuals.

It is the policy and intent of this facility to comply with the Equal Pay provisions of the Fair Labor Standards Act, which prohibit an employer from discriminating on the basis of sex.

It is the policy and intent of this facility to comply with the Age Discrimination and Employment Act which prohibits an employer from discriminating on the basis of age.

ATTACAMENT E

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

	Oate: October 11 , 1988	
	Anthony Wayne Services Name of Bidder By: William Swiss, Ph.D.	
	Title: Executive Director	
official	Address: (including zip code)	
	2826 South Calhoun Street	
	Fort Wayne, IN 46807	

INVITATION TO BID DEPARTMENT OF PURCHASING CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA ONE MAIN STREET-ROOM 350 PHONE 219-427-1101

, —
BID OPENING DATE OCTOBER 13, 1988 @ 11:00 AM BID REFERENCE # 853
BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 AM ,ON OR BEFORE OPENING DATE.
SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 AM IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 AM FOR ANY REASON WHATSOEVER."
THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER UTILITY
BILLING ENVELOPE ANNUAL REQUIREMENT AND REQUESTED BY OFFICE SERVICES DEPARTMENT
PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUEST- ED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.
THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS. THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCESSFUL BIDDER(S).
PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS:
THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.
THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS. FIRM NAME DOUBLE ENVELOPE CORPORATION STREET ADDRESS 7603 NATIONAL TURNPIKE
CITY LOUISVILLE BY LONG PHONE (502) REPRESENTATIVE SIGNATURE

361-267

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ 21,000.00.

(if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

F.O.B. DESTINATION - DELIVERED TO LOADING DOCK - NO INSIDE DELIVERY

Liquidated Damaces Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine.

Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation. Contract or Purchase Order: Whichever may apply. This payment shall not limit the Citys' right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurance of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, Sub. 24 white wove, #7 3/4 size Open Side.
 - A. ENVELOPE WIDTH: 7 1/2 INCHES
 - B. ENVELOPE HEIGHT: 3 7/8 INCHES
 - C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES MINIMUM 2 1/8 INCHES
 - D. ENVELOPE THROAT:
 Minimum throat depth (Measured 1 9/16 inches out
 from center of envelope) is 1/2" minimum 3/4"
 maximum. See attachment A.
 - E. WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope. Top of rectangle not to exceed 2 1/4" from bottom edge. (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Seams should be properly glued to prevent the back panel from peeling down as the envelope is being opened by the inserter. Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P 0 B0X 2269
FORT WAYNE IN 46801-2269

Quantity = 1,000,000

\$12.45/M = \$12,450.00 TOTAL

II. Return envelope, Sub 24 white wove,
#6 3/4 (3 5/8" X 6 1/2") printed black on face of
envelope completely within OCR read area. Print quality
must be Optical Character Reader - readable and
guidelines of United States Postal Services Publication
25 must be followed. Postal Regulations Publication 25
(page 18) attached. 10 OR 12 POINT TYPE FONT REQUIRED.
CHARACTERS MUST NOT BE TOUCHING. News Gothic type style
suggested.

Address printed within address area:

CITY UTILITIES
P 0 B0X 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 1,000,000

\$8.55/M = \$8,550.00 TOTAL

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included in freight.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are manditory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Inserter.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at 1.C. 36-1-2-9.5) (Please type or print)

			Da	te: 10/6/	88	
		CITY C	T ET LIAVNE			
	Governmental Un	IT! CITI (OF FT. WAYNE			
	County: Bidder (Firm):	DOUBLE	E ENVELOPE CO	RPORATION		
٥, ١	Address:		NATIONAL TURN			
	City/State:	LOUISV	ILLE, KENTUC	KY 40214		
4. T	elephone Numbe	r: (502)	361-2675			
5. A	gent of Bidder	(If applicable	9):			
Pursuant t mental Unit) In cription, quant	accordance wi	th the following	gned offers bid(ng attachment(s) tal amount.	which specify	OF FT. WAYNE	(Gov-
erations in the has not offered dibid. Bidder tifled check or	ttems specifi nor received further agrees bond shall be	ed will render a less price th that he will n filed with eac	such bld vold a nan the price st not withdraw his	s to that classated in his bill bild from the ed, and liabil the case may	specifications, is or item. Bidd of or the mater office in which ity for breach shape of Bidd	der promises the lais included in the filed, shall be enforced.
		BID	OFFER OR PROPOS	AL		
Attach sep towing is an ex			n bid based on s	pecifications	published by gov	verning body.
lass or Item	Quantity	Unit	De	scription	Unit Price	Amount
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TRON COUNTY) The undersoer, representated into any counce at such let that this bid	igned bidder of tive, or agent ombination, co ting nor to pr is made withou	r agent, being of the firm, o liusion or agre event any perso t reference to	duly sworn on o company, corpora pement with any on from bidding	ath, says that tion or partne person relativ nor to induce nd without any	he has not, nor ership represent e to the price anyone to refra agreement, unde	ed by him, to be bid by in from bidding
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CERTIFICATION OF BIDDER/VENDOR

ALLAGOMENT C

ine undersigned, on behalf of DOUBLE ENVELOPE CORPORATION
, does hereby make the following representations
to the City of Fort Wayne, Indiana.
WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;
WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.
The undersigned states, on behalf of DOUBLE ENVELOPE
CORPORATION , that DOUBLE ENVELOPE CORPORATION .
does not support or endorse the policy of apartheid in South Africa
IN WITNESS WHEREOF, this Certification has been signed
this 6TH day of OCTOBER , 1988.

DOUBLE ENVELOPE CORPORATION (Name of Bidder/Vendor)

GEORGE W. LONG, DIVISION SALES MANAGER
(Name and Title of Person Signing)

MBE/WBE COMMITMENT FORM

THE	FOLLO	OWING	IS	THE U	INDERSIGNEI	0'5	COMMI	TMENT	TO	THE	MBE/WBE	GOALS	OF
THE	CITY	FOR	WORK	DONE	PURSUANT	TO	THIS	CONTRA	CT:				

λ	The undersigned firm certifies that it is an MBE/WBE Contractor (cross out inapplicable provision).
	For MBE specify percentage of minority ownership
	For WBE specify percentage of women ownership \.
В	The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm (cross out inapplicable provision) is a joint venture partner.
	The MBE/WBE firm (cross out inapplicable provision), shall have % participation (employees) % participation (costs) in this project.
	Specify the percentage of minority/women ownership in the MBE/WBE firm %. (Cross out inapplicable provision.)
C.	The undersigned commits \ of the total bid price a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1
	2
	3
D.	The undersigned commits * of the total bid price a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:
	NAME OF FIRM ADDRESS TYPE OF WORK
	1
	2
	3

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

ddress 7603 NATIO	NAL TURNPIKE		. City_	LOUIS	VILLE,	, KEN	IUCKI
40214			Phone.	(502)	361-2	2675	
EASE PRINT 10/6/88 Does your firm had and sign the B. If not, do you of Fort Wayne	signature of the simplementation of the signature of the	eive Action Polymer Po	rogram asked in licy.	this p	Constitution of the second of	yes n, at	Affirmative No tach a cost of the Cit
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B-Black (not of Hispanic Origin) H-Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN-American Indian or Alaskan

STATISTICAL INFORMATION

FOR

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Name of Contractor or Supplier

Unformation Given By!

Address And Telephone Number	ne Number										105.4		701	The son a little Cut and a some water Cut a		
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SERVICE-MAINTENANCE WORKERS	90															
SALES WORKERS	3															
TOTALS																
REACENTAGES																

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

	Oate: OCTOBER 6 19 88
	DOUBLE ENVELOPE CORPORATION
	By: Hory al Kong
	Title: DIVISION SALES MANAGER
official	Address: (including zip code)
	7603 NATIONAL TURNPIKE, BLDG. #5
	LOUISVILLE, KENTUCKY 40214

seconded by holder, and title and referred to the Committee on	duly/adopted, read the second time by
City Plan Commission for recommendation) and Public Hearing) to be held after
due legal notice, at the Council Conference Fort Wayne, Indiana, on	ence Room 128, City-County Building, , the , day
of, 19	att all all all all all all all all all
DATED: 10-25-88	Sandra F. Lennedy
	SANDRA E. KENNEDY, CITY CLERK
Read the third time in full and seconded by , as passage. PASSED LOST by the follow	on motion by Submeth, and duly adopted, placed on its wing vote:
AYES NAY	S ABSTAINED ABSENT
TOTAL VOTES 9	
BRADBURY	
BURNS	
GiaQUINTA	
HENRY	
LONG	
REDD	
SCHMIDT	
STIER	
TALARICO	
DATED: 11-22-88	Sandra f. Lennedy SANDRA E. KENNEDY, CITY CLERK
Passed and adopted by the Common	Council of the City of Fort Wayne,
Indiana, as (ANNEXATION) (APPR	
(SPECIAL) (ZONING MAP) ORDIN	
on the 22 ndday of Man	rember , 19 88,
Sandea & Launedy	SEAL Deney
SANDRA E. KENNEDY, CITY CLERK	the course .
Presented by me to the Mayor of	the City of Fort Wayne, Indiana, on
	Vismber , 19FS,
at the hour of 10.00 o'	
	Sandra L. Lennedy
	SANDRA E. KENNEDY, CITY CLERK
Approved and signed by me this	
19_88, at the hour of9:30	
13 30, at the hour of 1.30	O CLOCK W.,E.S.T.
	1/11/11
	PAUL HELMKE, MAYOR

DIGEST SHEET

S-88-10-20

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 853 with respect to the purchase of envelopes for Office Services. The cost reflects the lowest and most responsible of three (3) vendors.

EFFECT OF PASSAGE: 1000/M carrier envelopes and 1000/M return envelopes - preprinted, bar coded and finned per postal regulations. Envelopes are for inserting City Utilities water bills for mailing to customers. Return envelopes are provided for customers usage in returning payments.

EFFECT OF NON-PASSAGE: City Utilities revenues.

MONIES INVOLVED:

Westvaco

\$18450.00

SOURCE OF FUNDING:

Office Services

Fund Line: 701-950-A154-4212

BILL NOS-88-10-20
REPORT OF THE COMMITTEE ON FINANCE
WE, YOUR COMMITTEE ONTO WHOM WAS
REFERRED AN (ORDINANCE) (RESOLUTION) approving the awarding of Reference #853 by the City of Fort Wayne
Indiana, by and through its Department of Purchasing
and Westvaco for Office Services
AVE UAD CATE (ODDIVANCE) (WWW.WWW.WW
NO BEG LEAVE TO REPORT BACK TO THE CONFORM CONTINUE TO THE
ND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAIR ORDINANCE) (RESOLUTION)
YES NO
DONALD J. SCHMIDT CHAIRMAN
CHARLES B. REDD
Jamuelf Jalanico SAMUEL J. TALARICO
Leffle JAMES S. STIER
MIT S. BradburgNET G. BRADBURY
CONCURRED IN 11-1288
Sandras & Lennedy

Sandra E. Kennedy City Clerk